

## Guidance and Placement Services Programs

### Missouri School Improvement Program (MSIP)

The Missouri School Improvement Program includes both Resource Standards that are quantitative in nature and are concerned with basic requirements that all districts must meet, and Process Standards that deal with instructional and administrative processes used in schools.

Within the Resource Standards is a chart displaying both minimal and desirable ratios previously determined by the State Board of Education for counselor/student assignment.

Within the Process Standards is a section known as Instructional Design and Practices that contains standards for guidance programs that all districts are encouraged to meet in order to make certain that the comprehensive guidance program is an integral part of the instructional program.

### FOURTH CYCLE RESOURCE STANDARDS:

**3.2 Guidance and Counseling Staff Ratios–** Certificated counselors are assigned consistent with the following ratios, based on the student enrollment at each building:

#### **MINIMUM STANDARD**

Students	FTE
1-100	.20
101-200	.40
201-300	.60
301-400	.80
401-500	1.00
501-600	1.20
601-700	1.40
701-800	1.60
801-900	1.80
901-1000	2.00, etc.

#### **DESIRABLE STANDARD**

Students	FTE
1-75	.20
76-150	.40
151-225	.60
226-300	.80
301-375	1.00
376-450	1.20
451-525	1.40
526-600	1.60
601-675	1.80
676-750	2.00, etc.

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## **FOURTH CYCLE PROCESS STANDARDS:**

### **6.9-Guidance is an integral part of the instructional program**

**6.9.1** A district-wide guidance program has been developed and implemented in every building and contains:

- program objectives aligned with the CSIP and student performance data
- identified instructional competencies/learner objectives
- a Comprehensive Evaluation Plan.

**6.9.2** The K-12 guidance curriculum is in place and is systematically reviewed and revised. Modifications to the guidance curriculum are based upon student and school data and on needs assessment data, collected at least every three years. Instructional activities and resources are provided which allow for implementation of a K-12 guidance curriculum.

**6.9.3** An individual planning system is in place (which includes the necessary forms and procedures) assists all students as they develop educational and career plans. This planning is initiated no later than grade eight (8) and includes:

- assessment activities
- advisement activities
- identification of long- and short-range educational/career goals including a 4-6 year plan that is reviewed and revised annually.
- collaboration with parents/guardians.

**6.9.4** Students have access to responsive services that assist them in addressing issues and concerns that may affect their personal, academic, social, and career development.

**6.9.5** System support and management activities ensure full implementation and continued improvement of the district's comprehensive guidance program.

For general information pertaining to MSIP, go to  
<http://dese.mo.gov/divimprove/sia/msip/index.html>

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### **Planning for Life**

The Planning for Life Program (PFL) is a state and national awards program designed to recognize exemplary career planning programs in schools and institutions throughout the State of Missouri and across the nation. The program is open to all school districts (at district level or building level), community colleges and institutions who provide career planning programs in grades six through fourteen. The PFL program is sponsored by the United States Army Recruiting Command and is administered by the National Consortium of State Career Guidance Supervisors. Programs are recognized at two levels-awards are given to large urban-suburban schools/institutions and to the smaller rural school/institutions.

We encourage you to support your career guidance personnel to submit your program for consideration and recognition. For more information, contact Kyle Heislen, Supervisor of Guidance and Placement, by phone at (573) 751-6875 or by e-mail at [Kyle.Heislen@dese.mo.gov](mailto:Kyle.Heislen@dese.mo.gov) or contact Sherrie Wymore, MSCA PFL Chairman by phone at (573) 223-4877.

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## **Missouri School Counselor Transition Tuition Reimbursement Program**

Missouri is offering the Missouri School Counselor Transition Tuition Reimbursement Program to help local school districts to encourage individuals within their own systems to pursue school counselor training and appropriate certification. Under this program, tuition reimbursement is made available to a limited number of applicants in each of the state-approved school counselor-training programs **that has chosen to participate**. Funds available through this program can be used for the initial 21 graduate hours required for provisional certification. Individuals interested in pursuing this program need to contact the university of their choice regarding the availability of slots, program admissions requirements, etc.

**(Note: Some universities may choose not to participate in the tuition reimbursement program. Each individual is encouraged to contact his/her prospective university to see if it is participating.)**

Those universities with State-approved school counselor education programs are, in alphabetical order:

**Central Missouri State University  
Evangel University  
Lincoln University  
Lindenwood University  
Missouri Baptist University  
Missouri State University  
Northwest Missouri State University  
Saint Louis University  
Southeast Missouri State University  
Stephens College  
University of Missouri – Columbia  
University of Missouri - Kansas City  
University of Missouri - St. Louis**

**Funds for the program are allocated on a year-by-year basis with a decision on continued funding being determined in April or May of each year and announced through the Division of Teacher Quality and Urban Education, Educator Recruitment and Retention Section. That section may be contacted by phoning 573-751-1668.**